

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research**

**Violence Against Women Act STOP Grant Program
Availability of Grant Funds for VAWA STOP Continuation Funding (Year 2)**

Questions regarding the application process may be directed to Patrick Nevins at patrick.nevins@state.ma.us

Program Overview

The Executive Office of Public Safety & Security's Office of Grants & Research (OGR) is responsible for administering the Violence Against Women Act, Services Training Officers Prosecutors (VAWA STOP) Grant, a program originating from the U.S. Department of Justice, Office on Violence Against Women (OVW). The VAWA STOP Grant Program is authorized by the Violence Against Women Act of 2013 and is designed to provide financial assistance to develop and strengthen law enforcement, prosecution strategies, and strengthen victim services in cases of violent crimes against women.

This announcement of the Availability of Grant Funds (AGF) pertains to Federal Fiscal Year 2015 VAWA STOP formula grant funds to be received from OVW. Please review the AGF and all related attachments before developing your application.

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I. Important Highlights

Key Dates

Application Posted:	Friday, May 29, 2015
Applications Due:	Tuesday, June 30, 2015
Award Announcements:	On or about Friday, August 21, 2015
Funding Cycle:	On or about October 1, 2015 through September 30, 2016

Applicant Eligibility for Year 2 VAWA STOP Continuation Funding

This AGF is open *only* to recipients of a FFY 2014 VAWA STOP grant award and who are soon to complete Year 1 of their project. Please refer to Sections III and IV for additional information regarding applicant eligibility and allowable purpose areas.

Availability of Funding

Total funding available through this AGF is estimated at \$2.6 million and is subject to funding received from the Department of Justice, Office on Violence Against Women. **Eligible applicants are invited to submit a Year 2 twelve month operating budget up to 110% of their Year 1 grant award.**

Federal Mandates for Apportionment Mandates of VAWA STOP Grant Funds

30%	Victim Services (10% of which must go to culturally specific community-based organizations)
25%	Prosecution
25%	Law Enforcement
15%	Discretionary
5%	Courts

Allowable Cost Categories

- Personnel
- Overtime (for sworn law enforcement personnel only)
- Fringe* (based on federally approved signed rate agreement or an established formula from the applicant's accountant, comptroller or human resource unit)
- Indirect* (based on federally approved signed rate agreement from federal cognizant agency)
- Consultants
- Contracts
- Travel
- Equipment
- Supplies
- Other

*If the applicant does not have an approved rate or established formula, refer to instructions on page 21.

Priority Areas for Massachusetts

Eligible applicants may submit a VAWA STOP Grant Application Response Template (application) related to any of the allowable purpose areas outlined in Section IV. Proposed activities must build upon the applicant's Year 1 VAWA STOP funded project.

Activities That May Compromise Victim Safety Will Not Be Supported

Because the overall purpose of the program is to enhance victim safety and offender accountability, grant funds may not be used to support activities that compromise victim safety and recovery. OVW has determined that the following activities have been found to OR may jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, relationship to the perpetrator, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services. Refer to **Attachment J** for further guidance related to this requirement;
- Offering perpetrators the option of entering pre-trial diversion programs or placing batterers in anger management programs;

- Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior; or
- Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection)

Out-of-Scope and Unallowable Activities

VAWA STOP funds cannot support the following items and activities:

- Rape Aggression Defense (RAD) classes.
- Law enforcement equipment such as uniforms, safety vests, shields and weapons. (Equipment, such as cameras, specifically designated for investigating domestic violence, sexual assault, stalking and/or dating violence incidents *are* allowable)
- Development or implementation of curricula for primary or secondary schools. However, funds may be used for projects that make students aware of services in the region such as referral programs, support groups, etc.
- Media campaigns and/or campaigns directed toward the general public.
- Research
- Lobbying
- Fundraising
- Purchase of real estate property
- Construction
- Moving expenses
- Physical modifications to buildings, including minor renovations (such as painting or carpeting).

Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with Limited English proficiency have meaningful and full access to their programs. Applications that include the use of grant funds to create websites, videos and other materials *must* ensure that they are accessible to persons with disabilities.

II. Grant Compliance Details

Fund Disbursement

This is a cash reimbursement grant. Reimbursement requests will be submitted to OGR on a quarterly basis. Details about the reimbursement process will be addressed in greater detail during a mandatory webinar to be held during the first quarter of the funding cycle.

Project Duration

Applicants may apply for 12 months of funding. The funding cycle for successful applicants is anticipated to commence on or about October 1, 2015 and end on September 30, 2016. Grant recipients may be eligible to apply for continued funding of the same project for one additional funding cycle. The anticipated duration of the overall grant period is three years and will be based on the sub-recipient's project performance, compliance with grant conditions, and availability of federal funding.

Sub-Recipient Grant Requirements

Sub-recipients will be required to abide by the grant requirements outlined below.

1. Grants Management

- All sub-recipients of VAWA STOP funds must have a DUNS (Data Universal Numbering System) number. This is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds.
- System for Award Management (SAM). In addition to the DUNS number requirement, the federal government requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in what is now SAM (Previously CCR database.) If your organization was previously registered in the federal CCR and you have not yet made the migration to SAM, information about registration procedures can be accessed at www.sam.gov.
- Sub-recipients must protect the confidentiality and privacy of persons receiving services. Sub-recipients are prohibited from disclosing personally identifying information collected in connection with services requested, utilized or denied through the sub-recipient's project, to any third party or third party database without informed, written and reasonably time-limited consent of the person, unless required by statutory or court mandate.
- Submission of satisfactory and timely quarterly progress reports, financial reports and Annual Progress Report.
- Timely submission of reimbursement requests on a quarterly basis.
- Cooperation during the OGR monitoring endeavors, including site visits and desk reviews.
- Attendance at trainings provided to targeted sub-grant projects.
- Grant funds are subject to federal accounting and audit requirements including the prohibitions on commingling funds. Organizations that receive VAWA STOP funding along with other federal funds must treat the funds independently with separate cost and reporting centers. An audit trail is required for the federal and matching portions of the project each year and is expected to be accessible upon the request of the OGR. The sources of receipts, expenditures, and disbursements for each portion of funding are to be accounted for separately.
- Supplanting of funds is prohibited. Funds for projects and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- Grant related direct costs paid with grant funds must be relevant to the implementation of the VAWA STOP funded project.
- Support costs that are assignable to a particular project, but not incurred by those serving clients/victims may not exceed 20 percent of the total federal award.
- In-state travel costs associated with the VAWA grant shall include mileage rates not in excess of the state approved rate (currently \$0.45 per mile), actual tolls, actual parking. No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from the OGR.
- No grant funds may be spent for construction, office furniture, or other like purchases.
- No grant funds may be spent for food or beverages.
- No grant funds may be spent on moving expenses.
- No consultant or trainer may be paid more than \$650 per eight-hour workday (or \$81.25/hour) without the prior written approval from the OGR and the U.S. Department of Justice. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.
- Units of local government and non-profit sub-recipients that expend \$500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget's circular A-133

<http://www.whitehouse.gov/omb/circulars/a133/a133.html>. OGR's local government and non-profit sub-recipients will be required to submit an A-133 summary to OGR annually upon request.

- All sub-recipients must complete a Certification of Compliance with Regulations form, responding to either Section A- Declaration Claiming Complete Exemption from the EEOP Requirement, Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and certifying that an EEOP is on File for Review or Section C-Declaration Claiming EEOP Submission Requirement. Sub-recipients are also required to submit their EEOP or EEOP Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each sub-recipient's Certification, EEOP, or EEOP Short Form will need to be submitted to OCR in accordance with 28 CFR 42.301-308. Details will be provided prior to contracting.
- In accordance with section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), all sub-recipients are required to meet the terms with regard to nondisclosure of confidential or private information.
- All sub-recipients proposing to provide legal assistance must certify in writing they meet the criteria as outlined by the Office on Violence Against Women. Please refer to **Attachment I** for a sample letter.
- All publications, (e.g., written, visual or sound), published or produced with the use of VAWA STOP grant funds must contain the following statement:
 - *This project was supported by (sub-grant no. to be determined), awarded by the state administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women.*

2. Other Grant Requirements

- All sub-recipients must comply with the Federal Funding Accountability and Transparency Act and will receive further instruction by EOPSS prior to contracting.
- Sub-recipients choosing to further subgrant to an implementing agency or an independent contractor, all or any part of the amount of the VAWA STOP award, shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of agreement (MOA) with the implementing agency or independent contractor. At a minimum, the contract or MOA must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOA must be submitted to the OGR for the sub-recipient grant folder.
- Non-profit agencies may not sub-contract to state agencies. However, state agencies may sub-contract to non-profit agencies or local units of government and local units of government may sub-contract to non-profit agencies.
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are done consistent with M.G.L. Ch. 30B procedures.
- In accordance with civil rights laws and regulations, all sub-recipients of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, national origin, sex, age, gender identity, sexual orientation or disability, in any program or activity funded in whole or in part by federal financial assistance. Additional civil rights compliance and reporting requirements will be addressed with sub-recipients upon award of the grant.

- The Anti-Lobbying Act 18 U.S. Code § 1913 prohibits the use of federal funds for “grassroots” campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress or a State or local legislature or an official of any government in support of or in opposition to a legislative, policy or appropriations matter. It applies to activities both before and after the introduction of legislation.
- In addition to the requirements set forth above, successful applicants are required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funds.

3. *Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the sub-recipient to report alleged Waste, Fraud or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with federal statutes, related laws and regulations, appropriate guidelines for purposes of the grant. Reports may be made to any of the entities below.

U.S. Department of Justice
Office of the Inspector General Field Office
1 Battery Park Plaza, 29th Floor
New York, NY 10004
212-824-3650
<http://www.usdoj.gov/oig/>

Office of the Inspector General
John W. McCormack State Office Building
One Ashburton Place, Room 1311
Boston, MA 02108
800-322-1323
MA_OIG@maoig.net

Office of the State Auditor
Massachusetts State House, Room 230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us

III. Applicant Eligibility

Below are the five categories of entities eligible to apply for a Year 2 VAWA STOP continuation grant. Eligible applicants may submit an application addressing one or more of the statutory purpose areas outlined on pages 9 through 16.

Victim Services Category: Applicant Criteria

1. Public or private, non-profit, non-governmental agencies with at least seven (7) years of experience providing services and/or technical assistance to programs serving domestic violence, sexual assault, stalking and/or dating violence victims.
2. Culturally specific community-based organization(s).⁽ⁱ⁾

(ii) A culturally specific community-based organization is a nonprofit, nongovernmental organization or tribal organization that serves a specific geographic community that (1) Focuses primarily on domestic violence, sexual assault, dating violence or stalking (2) Has established a specialized culturally specific program that addresses domestic violence, sexual assault, dating violence or stalking (3) Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, sexual assault, dating violence or stalking; **or** (4) Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, sexual assault, dating violence or stalking through collaboration **And** (5) Is primarily directed toward racial and ethnic minority groups as defined in section 1707(g) of the Public Health Services Act (which means “American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.”) **and** (6) Is providing services tailored to the unique needs of that population.

Eligibility Conditions

- a. If overspending occurred or expired funds haven't been de-obligated from a previous grant from the EOPSS, no additional grant funds will be made available to the sub-recipient until the funds have been collected and recorded in the Massachusetts Management Accounting and Reporting System as approved by both the Office of the State Comptroller and the Office of Grants and Research in EOPSS.
- b. Applicant(s) proposing to provide legal assistance with STOP funds must adhere to the following conditions:
 - i. Has demonstrated expertise in providing legal assistance to victims of domestic violence, sexual assault, dating violence or stalking in the targeted population **or**
 - ii. Is partnered with an entity or person that has such demonstrated expertise **and**
 - iii. Has completed or will complete training in connection with domestic violence, sexual assault, dating violence or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide.
- c. Any training program conducted in satisfaction of the requirement of paragraph (b) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, sexual assault, dating violence or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
- d. Any person or organization providing legal assistance through the STOP program has informed and will continue to inform state, local, or tribal domestic violence, sexual assault, dating violence programs and coalitions as well as appropriate state and local law enforcement officials of their work and
- e. The applicant's organizational policies must not require mediation or counseling involving offenders and victims physically together in cases where sexual assault, domestic violence, dating violence or child sexual abuse is an issue.

Prosecution Category: Applicant Criteria

1. Massachusetts District Attorneys' Offices.
2. Massachusetts District Attorneys Association.

Eligibility Conditions

- a. Prosecutorial agencies applying for a FFY 2015 STOP funding must assure their use of the *Massachusetts Prosecutors Manual: Domestic Violence and Sexual Assault* for VAWA funded prosecutors and the *Victim-Witness Advocate Training Manual* for training all victim witness advocates supported with VAWA funds.
- b. District Attorneys' Offices applying must speak to the policy in place for responding to requests for U visa certificates (supplement B of Form I-918).

- c. If overspending occurred or expired funds haven't been de-obligated from a previous grant from the EOPSS, no additional grants funds will be made available to the sub-recipient until the funds have been collected and recorded in the Massachusetts Management Accounting and Reporting System as approved by both the Office of the State Comptroller and OGR.

Law Enforcement Category: Applicant Criteria

1. Local Police Departments.
2. Campus Police Departments.
3. Massachusetts Department of Correction.

Eligibility Conditions

- a. In accordance with the Massachusetts General Law, Chapter 209A, Section 15, each law enforcement agency is required to have adopted a policy consistent with Section 14 of Chapter 403 of the Acts of 1990. Law enforcement applicants must include a brief description in their project narrative of how the 2009 Domestic Violence Law Enforcement Guidelines have been adopted by their department.
- b. M.G.L. Ch. 209A, Section 6 (4) instructs departments responding to domestic abuse incidents to leave with victims a written copy of the language set forth in 209A. Applicants for VAWA grants must document in the grant application their provision for and use of such written notice.
- c. Submit all Uniform Crime Report (UCR) data (i.e., offense, arrest, hate crime, LEOKA, and SHR, as necessary) to the Massachusetts State Police Crime Reporting Unit (CRU) on a monthly basis using the forms and procedures proscribed by the CRU. *This condition does not apply to departments submitting NIBRS data.*
- d. Submit National Incident Based Reporting System (NIBRS) extracts to the Massachusetts State Police Crime Reporting Unit (CRU) and implement a monthly process to do so no later than the conclusion of the grant period. This condition applies to departments with a records management system whose vendor is capable of creating NIBRS extracts.
- e. Law enforcement sub-recipients will be required to demonstrate compliance with UCR or NIBRS submissions as a condition of receiving grant funds.
- f. Police departments applying must speak to the policy in place for responding to requests for U visa certificates (supplement B of Form I-918).
- g. If overspending occurred or expired funds haven't been de-obligated from a grant from the EOPSS, no additional grants funds will be made available to the sub-recipient until the funds have been collected and recorded in the Massachusetts Management Accounting and Reporting System as approved by both the Office of the State Comptroller and OGR.

Discretionary Category: Applicant Criteria

1. State agencies with programs that address or provide services to domestic violence, sexual assault, stalking and/or dating violence victims.
2. The Massachusetts Office for Victim Assistance (MOVA) specifically for the SAFEPLAN.
3. The Massachusetts Department of Public Health specifically for the Sexual Assault Nurse Examiner (SANE) program.
4. Faith-based organization(s).
5. Population specific organizations.

Eligibility Conditions

- a. If overspending occurred or expired funds haven't been de-obligated from a grant from the EOPSS, no additional grant funds will be made available to the sub-recipient until the funds have been collected and recorded in the Massachusetts Management Accounting and Reporting System as approved by both the Office of the State Comptroller and OGR.

Courts Category: Applicant Criteria

1. The Executive Office of the Trial Court (EOTC).

Eligibility Conditions

- a. If overspending occurred or expired funds haven't been de-obligated from a grant from the EOPSS, no additional grants funds will be made available to the sub-recipient until the funds have been collected and recorded in the Massachusetts Management Accounting and Reporting System as approved by both the Office of the State Comptroller and OGR.

IV. Allowable Purpose Areas

The 2013 Violence Against Women Act allows for many innovative and collaborative approaches to address the crimes of domestic violence, sexual assault, dating violence and/or stalking. Projects supported by STOP grant funds must adhere to the statutory purpose areas as defined by VAWA 2013. EOPSS invites eligible applicants to submit an application for continued funding of their Year 1 project to continue addressing one or more of the priority purpose areas outlined below.

1. **Continue to sustain, develop, restore and/or expand law enforcement projects/activities that address domestic violence, sexual assault, stalking and/or dating violence. Applicants are invited to submit an application that provides the following types of activities:**
 - a. Develop, restore, continue or expand civilian advocate services within law enforcement agencies to provide follow-up and outreach to victims of domestic violence, sexual assault, stalking, and/or dating violence and in-house education to officers.
 - b. Overtime costs specifically for sworn law enforcement personnel trained and experienced in conducting domestic violence, sexual assault, stalking and/or dating violence investigations.

Overtime costs associated with investigating cases, court appearances, attending trainings and/or participating in high risk/sexual assault response teams are allowable under this purpose area.

Eligible Applicants: Law Enforcement; Victim Services; Other

The documentation below must be included in the application when applying for purpose area 1a.

- (i) If sub-contracting with a victim service agency, a law enforcement applicant must submit a Memorandum of Agreement (MOA) certifying that consultation with a qualifying local domestic violence and/or sexual assault victim service agency took place in developing the application. Additionally, the MOA must include details regarding an agreement between the law enforcement agency and the qualifying victim service agency in implementing the proposed project. Please refer to **Attachment D (Sample 1)** for additional details and sample MOA/Certification of Consultation form.

The documentation below must be included in the grant application when applying for purpose area 1b.

- (ii) If a law enforcement application is not sub-contracting with a victim service agency, a Certification of Consultation with a qualifying local domestic violence and/or sexual assault victim service agency (required if applicant is not a victim service agency) took place in developing the application must be included with your application. Please refer to **Attachment D (Sample 2)** for additional details and a sample Certification of Consultation form.

Compliance Details

Standards of practice for civilian advocates have been created by the Executive Office of Public Safety & Security and the former Governor's Commission on Sexual and Domestic Violence and approved by the Massachusetts Chiefs of Police Association. To assure consistency across the state, advocates hired and/or supported with VAWA STOP grant funds must adhere to those standards and the civilian advocate job description included as **Attachment H** in this AGF.

It is recommended that civilian advocates be employees of a qualifying local domestic violence/sexual assault victim service agency and that said agency, for purposes of confidentiality, provide clinical supervision to the advocate.

If the advocate is not an employee of a qualifying domestic violence/sexual assault victim service agency, the applicant must address the issue of victim confidentiality in its application. Ideally, the law enforcement agency in which the advocate is located will provide administrative supervision, an office, computer, phone and other necessities as an "in-kind" match for the grant.

Preference will be given to departments making accommodations for cultural/linguistic minorities, disabled, same sex, older adults, mentally ill, adolescent victims and underserved populations as defined by purpose area 5a.

The following apply to all departments benefitting from the VAWA STOP Grant Program.

As a U visa certifying agency as defined at 8 C.F.R. § 214.14(a) (2), your department must speak to the policy you have in place for responding to requests for U visa certificates (supplement B of Form I-918)

Departments will also be required to collect and submit to the Executive Office of Public Safety & Security, on a quarterly basis, the number of reports concerning an incident, offense or alleged offense investigated or made, on a form provided by the department as per Mass General Laws Chapter 41 Section 98G.

2. Continue to sustain and/or expand the SAFEPLAN program to provide court-based advocacy for victims seeking protection orders through the Massachusetts court system.

Eligible Applicant: Massachusetts Office for Victim Assistance

Compliance Details

SAFEPLAN advocate positions will be funded through the Massachusetts Office for Victim Assistance (MOVA). MOVA must apply for all SAFEPLAN positions simultaneously. MOVA must act exclusively as a pass through agency to organizations defined by this purpose area.

3. Continue to sustain, restore and/or expand services that address domestic violence, sexual assault, stalking and/or dating violence within District Attorneys' Offices. Applicants are invited to submit an application that addresses one or more of the types of activities below.

- a. Hiring and/or employing of specialized assistant district attorney(s) and/or victim witness advocate(s) dedicated to handling domestic violence, sexual assault, dating violence and/or stalking cases. Preference will be given to programs employing bilingual/bicultural staff.
- b. Specialized trainings for prosecutors, advocates and/or criminal justice partners.
- c. System improvement projects such as language line or interpreter services for LEP victims, developing/linking data collection and/or communication systems to enhance prosecutions and offender accountability.
- d. Participating in a high risk response or sexual assault response team in coordination with a community-based victim service provider.

Eligible Applicants: Prosecution

The documentation below must be included in the application when applying for this purpose area.

- (i) A certification that the applicant has been in consultation with a qualifying local domestic violence or sexual assault victim service agency in developing the grant application. Please refer to **Attachment E** for further details.
- (ii) For projects addressing the development, sustaining or expanding of a high risk or sexual assault response team, a Memorandum of Agreement with a minimum of three collaborating partners must be submitted, one of which must be a community-based victim service provider.

Compliance Details

As a U visa certifying agency as defined in 8 C.F.R. § 214.14(a) (2), your office must speak to the policy you have in place for responding to requests for U visa certificates (supplement B of Form I-918)

4. Continue to sustain or enhance the Statewide Prosecutors' and Victim Witness Advocate Training Institute to address domestic violence, sexual assault, stalking and/or dating violence.

Eligible Applicant: Massachusetts District Attorneys Association

The documentation below must be included in the application when applying for this purpose area.

- (i) A certification that the applicant has been in consultation with a qualifying local domestic violence or sexual assault victim service agency in developing the grant application. Please refer to **Attachment E** for further details.

5. Continue to sustain, develop, restore and/or expand services that respond to the needs of domestic violence, sexual assault, stalking and/or dating violence victims. Applicants are invited to submit an application that addresses one or more of the types of activities below.

- a. Direct services and/or programs to respond to the needs of victims/survivors of domestic violence, sexual assault, dating violence and/or stalking such as, but not limited to, the following populations:
 - Mentally ill;
 - Limited English Proficient (LEP);
 - Undocumented, refugees and/or immigrants;
 - Lesbian, gay, bisexual, queer and/or transgender;
 - Adolescent victims/survivors;
 - Physically or mentally disabled;
 - Deaf or hearing impaired;
 - Sexually exploited;
 - Elderly;
 - Homeless.
- b. Project(s) providing legal assistance to *Limited English Proficient* victims of domestic violence, sexual assault, stalking and/or dating violence in immigration and other legal matters.
- c. Project(s) providing Training and Education that intend to improve a system's response to domestic violence, sexual assault, stalking and/or dating violence and assists in effectively identifying and responding to violent crimes against women.

Activities may include education to survivors, service providers, coordination of services, training of collaborating partners, criminal justice personnel and/or development and dissemination of outreach materials and capacity building for victim service, criminal justice and/or community based programs. If the application is for training, it must include a training outline, proposed trainers, training objectives and a tentative schedule of dates and locations for the trainings. Please note that prevention-based, public awareness and/or medical campaigns are not allowable projects under this purpose area.

Eligible Applicants: Victim Services; Other

6. Continue to sustain, restore or expand upon the Sexual Assault Nurse Examiner's (SANE) forensic services program and/or certified training requirements.

Eligible Applicant: Massachusetts Department of Public Health

The documentation below must be included in the application when applying for this purpose area.

- (i) If the application is for training, it must include a training outline, proposed trainers, training objectives and a tentative schedule of dates and locations for the trainings.

7. Continue to sustain, restore or expand services for post-release or pre-release incarcerated men and women who have been victims of domestic violence, sexual assault, stalking or involved in prostitution in accordance with the Prison Rape Elimination Act (PREA). Applicants are invited to submit an application that addresses one or more of the types of activities below.

- a. Assess, develop, or expand services within detention facilities to provide follow-up and outreach to victims of sexual assault.
- b. Direct services and/or programs to respond to the needs of female and male victims of domestic violence, sexual assault, dating violence and/or stalking in pre-release or post-release status.

Eligible Applicants: Law Enforcement; Other

Compliance Details

Applicants must define the screening method(s) within the project narrative of the application as well as include a copy as an attachment (if applicable) that will be used to determine that the incarcerated or formerly incarcerated women being served through this grant are victims of domestic violence/sexual assault, stalking and/or involved in prostitution. Allowable services in this purpose area include mental health, counseling, personal economic planning, parenting skills, safety planning etc.

The documentation below must be included in the application when applying for this purpose area.

- (i) A certification that the applicant has been in consultation with a qualifying local domestic violence or sexual assault victim service agency in developing the grant application. Please refer to **Attachment E** for further details.

8. Continue to provide statewide technical assistance, capacity building and/or training to programs providing domestic and sexual violence services and/or criminal justice agencies to enhance their response to violence against women issues.

Eligibility Applicants: Law Enforcement, Victim Services, Prosecution, Other

- a. Activities may include providing technical assistance, capacity building, leadership training, enhanced advocacy efforts, development/dissemination of resources, information and/or training of community based organizations and/or criminal justice agencies. The proposed activities must build upon existing best practices and innovative programming.

9. Continue to provide culturally specific services to victims of domestic violence, sexual assault, stalking and/or dating violence by culturally specific community-based organization(s).

Eligible Applicants: Victim Services

Compliance Details

For this purpose area, a *culturally specific community-based organization* is defined by the factors below.

- Focuses primarily on domestic violence, sexual assault, dating violence or stalking.
- Has established a specialized culturally specific program that addresses domestic violence, sexual assault, dating violence or stalking
- Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, sexual assault, dating violence or stalking; or
- The agency must demonstrate the ability to provide culturally competent services to meet the specific needs of the target population.
- Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, sexual assault, dating violence or stalking through collaboration and
- Is primarily directed toward racial and ethnic minority groups as defined in section 1707(g) of the Public Health Services Act and
- Is providing services tailored to the unique needs of that population.

Services may include:

- Linguistically and culturally competent bi-lingual services that include but may not be limited to counseling, support groups, advocacy, enhanced referrals, outreach for identified groups;
- Immigration counseling and legal representation for targeted populations;
- Training and education to traditional and non-traditional community-based partners in enhancing services and referrals for populations.

The documentation below must be included in the application when applying for this purpose area.

- (i) A Memorandum of Agreement is required if the applicant intends to partner with a Jane Doe, Inc. member program or an organization with a significant history (minimum of seven years) providing services to victims of domestic violence, sexual assault, stalking and/or dating violence.

10. Continue to sustain, develop, restore and/or expand a High Risk Response Team or Sexual Assault Response Team within an identified community, region or county.

Eligible Applicants: Victim Services; Law Enforcement; Prosecution; Other

- a. Activities can include community assessment, training and outreach, consultation, development

and/or coordination of activities that result in an implementation of a high risk response team(s) within an identified region/community and may be modeled after the Jeanne Geiger Crisis Center's *Greater Newburyport High Risk Response Team* or the Plymouth County District Attorney's *Safety First Program*. Additional information about these programs is provided below.

Compliance Details

Response teams must include stakeholders from victim services and relevant criminal justice based organizations. Partners such as faith based organizations, health care systems and/or other systems where victims naturally seek support should also be considered when developing your response team.

The documentation below must be included in the application when applying for this purpose area.

- (i) A Memorandum of Agreement with a minimum of three collaborating partners, one of which must be a community-based victim service provider.

11. Continue to sustain, develop, restore and/or expand court services that address domestic violence, sexual assault, and/or dating violence. EOTC is invited to submit an application that addresses one or more of the types of projects below.

- a. Training of the judiciary, court and probation on the topics of domestic violence, sexual assault, stalking and/or dating violence.
- b. Revise and implement the probation intake form in select Probate and Family Court to screen for domestic violence.
- c. Conduct an assessment of domestic violence proceedings in both the civil and criminal courts to improve case outcomes and victim experiences within each of the respective court processes.
- d. Additional activities as deemed appropriate by the applicant and the Advisory Committee.

Eligible Applicant: Executive Office of the Trial Court

The documentation below must be included in the application when applying for this purpose area.

- (i) This project is to be guided by an Advisory Committee. A Memorandum of Agreement between the Executive Office of the Trial Court and the Advisory Committee members must be submitted along with the application.
- (ii) A certification that the applicant has consulted with a qualifying local domestic violence or sexual assault victim service agency in developing the grant application. Please refer to **Attachment E** for further details.

12. Continue to sustain, develop, restore and/or expand services that respond to the needs of male and/or female victims of domestic violence, sexual assault, stalking and/or dating violence whose ability to access traditional services and responses is affected by their sexual orientation or gender identity. Applicants are invited to submit an application that addresses one or more of the following types of activities:

- a. Direct services and/or programs to respond to the needs of individuals who identify as lesbian, gay, bisexual, queer and/or transgender.
- b. Training and Education that intends to improve a system's response to domestic violence, sexual assault, stalking and/or dating violence and assists in effectively identifying and responding to violent crimes against men and/or women whose ability to access traditional services and responses is affected by their sexual orientation or gender identity.

Activities may include education to survivors, service providers, coordination of services, training of collaborating partners, criminal justice personnel and/or development and dissemination of outreach materials and capacity building for victim service, criminal justice and/or community based programs. Please note that prevention-based, public awareness and/or medical campaigns are unallowable activities under this purpose area.

Eligible Applicants: Victim Services; Other

The documentation below must be included in the application when applying for this purpose area.

- (i) A certification that the applicant has consulted with a qualifying local domestic violence or sexual assault victim service agency in developing the grant application. Please refer to **Attachment E** for further details.

V. How to Apply

Applicants must complete each of the sections below in response to this AGF. This section describes: (A) Required application components; (B) Application review criteria and (C) Application requirements, submission process and deadline.

A. Required Application Components

To provide EOPSS the best opportunity to evaluate applications, applicants must submit a complete, clear and concise VAWA STOP Grant Application Response Template (refer to **Attachment A**) as outlined below.

Attachment A: VAWA STOP Grant Application Response Template

Section 1. Applicant Information

- Applicant, authorizing official, finance officer, VAWA STOP funded personnel contact information
- Project Budget Summary
- VAWA STOP funding percentage breakdown
- Program Summary
- Non-Supplanting
- Authorized Official Signatory

Section 2. Executive Summary (One-page limit)

Provide a summary of the agency's history providing services to victims of domestic violence, sexual assault, stalking and/or dating violence, capacity and qualifications to implement the proposed project and its role within the community being served. For victim service agencies, please be sure to provide assurance of seven years experience working with sexual and domestic violence victims.

All applicants are also required to include as an attachment an organizational chart of the agency reflecting: (1) location of the proposed VAWA STOP project within the organization; (2) name (if applicable) and title of the proposed VAWA STOP funded staff person; and (3) the FTE(s) breakdown for all VAWA STOP-funded staff. **NOTE:** If you are a police department proposing to sub-contract to a community-based domestic violence program, please include their organizational chart as well.

Culturally specific community-based applicants only:

If you are submitting an application as a "culturally specific community-based organization" please also include a description of your agency's experience serving the identified population, experience of staff in working with said population, language proficiency and integration of staff within the target community(ies).

Section 3. Project Narrative (Six-page limit)

Applicants must respond to all of the section(s) that apply. Responses must be labeled with the corresponding letter heading (e.g., 3.1(a), 3.2(a), 3.3(a)) for each section.

3.1 Past Progress (two-page limit)

- a. Explain how the FFY 2014 funded project Year 1) has achieved its goals and objectives thus far;
- b. List any delays or obstacles encountered and how the project has or intends to address them in Year 2;
- c. Include the number of domestic violence, sexual assault stalking and/or dating violence victims served to date;
- d. Include the number and title of trainings conducted (including the number of participants) to date (if applicable).

3.2. FFY 2015 Project Narrative (Year 2) (5 page-limit)

Describe in detail the following components to take place within the anticipated funding cycle:

- a. Nature and/or extent of domestic violence, sexual assault, dating violence and/or stalking within the proposed community, region and/or population to be served. At a minimum, responses should include the number of victims served or are seeking services from the applicant; incidents responded to and/or investigated and/or cases prosecuted by the applicant within the last twelve months.
- b. Target population(s) and/or region to be served including demographic and other data if available;
- c. Identified need, including supportive current and relevant data, for proposed services and how proposed project will address challenge(s) identified in Year 1 and build upon accomplishments;
- d. Types of services and/or activities to be provided by the proposed project;
- e. Detailed description of applicant and/or project's collaboration with victim service, criminal justice and community-based partners that reflects a regional and coordinated

- approach in addressing domestic violence, sexual assault, stalking and/or dating violence. Please include the names of collaborating agencies and/or partners and discuss how collaboration will occur.
- f. Applicants proposing to use grant funds to create websites, videos and other materials must speak to how they will ensure that they are accessible to persons with disabilities.
 - g. Research and/or promising practices reviewed and/or referenced in planning and/or developing the proposed project activities. Please include an appropriate citation. (Refer to Attachment K for a list of resources and links).

3.3 Prosecution applicants must describe the elements below.

- a. How your agency will utilize the Massachusetts Prosecutors Manual: *Domestic Violence and Sexual Assault* for prosecutors and the *Victim-Witness Advocate Training Manual* for training victim witness advocates supported with VAWA funds; and
- b. How your office responds to requests for U visa certificates (supplement B of Form I-918) . For additional information regarding this requirement, please refer to the link below: http://www.vera.org/files/U-visa_toolkit_Sept-2011.pdf

3.4 Law Enforcement applicants must address the elements below.

- a. How the department has implemented:
 - The 2009 Domestic Violence Law Enforcement Guidelines.
 - Protocol for informing victims of their rights under MGL ch.209A.
 - Adult Sexual Assault Response Guidelines.
- b. How confidentiality will be handled if civilian advocate is not an employee of a victim service agency (if applicable).
- c. If overtime costs are to be supported by this project, provide a detailed description of the following:
 - Name, rank and years of experience of sworn personnel conducting grant related activities;
 - Additional qualifications such as domestic or sexual violence training hours received, certifications;
 - Grant related activities to be conducted; and
 - Estimated number of overtime hours anticipated for successful completion of activities.
- d. Does your department have a public website? If yes, please answer the following:
 - Is there information, and/or referral services for community-based domestic violence and sexual assault programs? If yes, include a screen shot(s) of the web page with your application;
 - Describe how often this information is checked to ensure its accuracy?
- e. How your department responds to requests for U visa certificates (supplement B of Form I-918) . For additional information regarding this requirement, please refer to the link below: http://www.vera.org/files/U-visa_toolkit_Sept-2011.pdf

Section 4. Project Goals, Objectives, Activities, Timeline and Performance Measures

Applicants must clearly state the goals and objectives that will be achieved with VAWA STOP grant funds.

Goals: Goals are broad statements that describe the project's intentions. They suggest the desired end to which the project is directed. The goals of your project should be clearly stated, realistic, and must be attainable and measurable. Think broad but specific. Make sure to include your target population. *In stating your goals, be careful to describe the desired end and not the means to the end.*

Objectives: An objective is a statement of the specific measurable indicator that will allow you to judge whether the goal has been achieved. Objectives should be specific, measurable, action-oriented, realistic, and time specific. There may be more than one objective involved in pursuit of a particular goal.

The event or project activity must answer the questions: Who or what will change? Where will the change occur or the event take place? When (period of time) will the event occur? How will the change happen? Objectives may change due to project progression. The more specific your objectives are, the easier it will be to determine if your project has achieved them.

Activities and Timeline: Applicants must provide a detailed description of programmatic activities to be carried out within the proposed project period. This section should include the following information:

- A detailed timetable and list of tasks/activities for implementing your project;
- When and where project components will take place;
- A schedule of their occurrence, who will carry out the activities and a description of how long it will take to complete each activity with specific start and end dates that will take place within the grant cycle;
- Whom the program/project will serve; and
- Identification of project personnel involved and their duties. Please include resumes of all employees to be funded by the proposed project. If the position is vacant, a job description and details of how and when the job will be posted must be included as an attachment with your application.
- If the application is for training, it must include a training outline, proposed trainers (if known), training objectives and a tentative schedule of dates and locations for the trainings.

Performance Measures:

Realistic and adequate performance measures must be developed at the outset of the project. This section should describe the process that will be implemented to help identify how you will know whether you are meeting *each* of your objectives. This section should describe how you will know whether your project is:

- Serving the population it was intended to serve;
- Accomplishing what it was intended to accomplish; and
- Experiencing obstacles.

For example, how will you know that the VAWA STOP funded position is serving the domestic violence victims your agency intended to serve (if applicable to your grant request)? What strategies will you put in place to ensure that victims receive the proposed services? If you plan to ask for client feedback, perhaps in a survey, include that information in this section. This section should also indicate potential problems that may be encountered when implementing the proposed project. Examples of obstacles could include outreach issues and language barriers—perhaps you are having difficulty reaching particular populations and as a result, your agency does not receive calls to assist those particular victims.

Finally, this section should include a description of how you will collect data about your project. For example, how will you know the number of victims you have assisted? Will you track this information in an Access database, in an Excel spreadsheet, in hard copy documents, or in some other way? Who will be responsible for tracking this information and who will review it? How will you make use of the data? Additional information on performance measures can be found at:

http://www.urban.org/search?search_api_views_fulltext=performance%20indicators.

Example: Goals, Objective, Activities, Timeline, Progress Measurements for VAWA STOP Grant

Goal: Improve police response to domestic violence amongst the Haitian immigrant population

Objective 1: Outreach to 100% of Haitian victim(s) within 24 hours of incident

- | | |
|--|---------------|
| ○ Post civilian police advocate job | Jan. 1 |
| ○ Interview candidates | Feb. 2-Feb. 7 |
| ○ Hire Haitian speaking advocate | By Feb. 20 |
| ○ Advocate calls each victim twice daily | Daily |

Objective 2: Increase patrol officer knowledge of department domestic violence guidelines by 75%

- | | |
|---|------------|
| ○ Create & print DV Quick Guides | By Mar. 1 |
| ○ Create & print 209A wallet cards | By Mar. 1 |
| ○ Advocate & Lt. supervisor Roll Call DV Training | Mar. 10-15 |

Progress Measurements

- # Haitian speaking advocates hired
- # of contacted victims/# of victims served
- # of DV Guides distributed to officers
- # of 209A cards distributed to officers
- # of patrol officers at DV training roll call
- Survey all patrol officers pre/post roll call

Section 5. Budget Detail and Narrative Form

Applicants are invited to submit a twelve-month budget that outlines the necessary costs to implement the proposed project. Total funding available through this AGF is estimated at \$2.6 million and is subject to funding received from the Department of Justice, Office on Violence Against Women.

Funding requests must consist of a 12 *twelve* month operating budget up to 110% of the applicant's Year 1 grant award.

Applications must be prepared utilizing the forms listed below.

- Budget Detail and Narrative Form (Refer to **Attachment A**).
- Budget Excel Worksheet (Refer to **Attachment B**). Please be sure to complete and submit both the summary roll-up sheet and worksheet.

Applicant Budgets May Include the Following Allowable Cost Categories—

Applicants will be required to identify expenses charged to the federal share of the grant as either *direct* or *support* costs in the Budget Excel Worksheet form. The definition of each cost type is defined below.

Direct costs (Direct) - Costs specifically associated and necessary for the implementation of the proposed project. These costs should be clearly and easily attributable to the project.

Support costs (Support) - Costs that are assignable to a particular project, but are not incurred by those serving victims/clients with these grant funds. Note: costs identified as *support costs* may be subject to approval and cannot exceed 20% of the total federal funding request. For state agencies: supporting costs are allowable if such costs are not included in your indirect rate cost agreement and fall within this definition of costs.

Additional definitions and financial reporting information below and in **Attachment C**.

Allowable Budget Cost Categories	Definitions and Required Documentation for Grant Application Submission
<i>Personnel</i>	<ul style="list-style-type: none"> ▪ Full- or part-time regular salaried employees working on the grant. ▪ Include copy of grant funded personnel resume or job description with the application.
<i>Overtime</i>	<ul style="list-style-type: none"> ▪ Allowable for sworn law enforcement personnel working on the grant and with adequate training and experience in responding to domestic and/or sexual violence incidents. ▪ Allowable costs are limited to costs associated with investigating cases, court appearances; attending trainings and/or participating in high-risk/sexual assault teams are allowable.
<i>Fringe</i>	<ul style="list-style-type: none"> ▪ Based on federally negotiated rate agreement or established formula by sub-recipient's accountant, comptroller or human resource unit. Costs are limited to the employer's share of life insurance, health insurance, social security, pension, unemployment and workers compensation costs. ▪ Include copy of approved or audited rate with the application. ▪ If applicant does not have a federally approved or audited rate, actual known costs must be itemized by type and include rate computation in this section of the budget forms.
<i>Indirect Costs</i>	<ul style="list-style-type: none"> ▪ Federally negotiated and approved rate agreement from federal cognizant agency for costs that are not readily assignable to a particular project, but are necessary to the operation, maintenance of the organization and performance of the project. ▪ Include copy of federally approved rate with the application. ▪ If applicant does not have an approved indirect cost rate, please refer to the "Other" category definition section.
<i>Consultants</i>	<ul style="list-style-type: none"> ▪ Consultant fees. The maximum rate for consultants is \$650 per an eight hour day or \$81.25/hour (excluding travel and subsistence costs). Any request for compensation over \$650 per day requires prior written approval by EOPSS.
<i>Contracts</i>	<ul style="list-style-type: none"> ▪ Contracts. A competitive process based on the organization's procurement policy should be followed when procuring contracted services. A copy of contracts for services funded through this grant must be submitted to EOPSS.
<i>Travel</i>	<ul style="list-style-type: none"> ▪ Travel directly related to the purpose of the grant ▪ In-state travel costs associated with the grant shall include mileage rates not in excess of the state rate (currently \$0.45 per mile) as well as the actual costs of tolls and parking. ▪ No grant funds may be spent for out-of-state conference fees, out of state travel or out of state lodging without prior written approval from OGR.
<i>Equipment: IT, Communications</i>	<ul style="list-style-type: none"> ▪ Tangible, non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
<i>Supplies</i>	General supplies required for project or office (pens, pencils, postage, training materials, copying paper,

	and other expendable items such as books, ink, etc.).
<i>Other</i>	<p>Costs listed in this category may include direct and/or support service costs relevant to the proposed project and/or organization that cannot be listed within the aforementioned cost categories. Costs in this category can include:</p> <ul style="list-style-type: none"> ▪ <i>Direct</i> costs such as rent, phone, printing, utilities etc. ▪ <i>Support</i> costs such as executive director's time on project, administrative staff salaries etc. <ul style="list-style-type: none"> ○ Note: costs indicated as support service costs cannot exceed 20% of the total federal funding request. ▪ If the applicant's accounting system permits, organizations that do not have a federally approved indirect cost rate may itemize such costs in this section.

Match Requirement

Non-profit victim service based agencies and federally recognized tribes are *exempt* from providing match. For purposes of this application non-profit victim service based agencies must submit documentation of their 501(c)(3) status with their application. **NOTE:** if you are a non-profit victim service based agency applying for a project under purpose area 1.a., the law enforcement agency you are collaborating with is responsible for providing the required 25% match.

For all applicants submitting an application (*excluding* non-profit victim service-based agencies submitting an application under purpose areas (5, 8, 9, 10 and 12), the federal share of a VAWA STOP grant may not be more than 75 percent of the total costs of the project. Therefore, a 25 percent, non-federal, cash or in-kind match is required.

In-kind match may include:

1. Equipment;
2. Office supplies, workshop or classroom materials;
3. Work space; or
4. Value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are a necessary part of the funded project.
 - a. Match expenditures must be committed for each funded project and cannot be derived from other Federal funds.
 - b. Fringe benefits may be included as match.
 - c. Match funds are restricted to the same uses as the Violence Against Women Act Grant funds and must be spent within the designated grant period.
 - d. Applicants must ensure that their match is identified in a manner that guarantees its accountability during an audit.
 - e. Each applicant must list in the budget form the source and type of match funding being provided.

Calculating Match

In order to determine the 25% match, applicants must divide the Federal Grant Amount requested by three (3). The resulting figure will equal 25% of the total project cost.

Example:

If applying for a \$30,000 federal grant: the applicant must provide **an additional** \$10,000 in matching funds (\$30,000/3 = \$10,000).

Federal funds =	\$30,000 (75%)
Match funds=	<u>\$10,000 (25%)</u>
Total Project Cost =	\$40,000 (100%)

- Budget Excel Worksheet (Refer to **Attachment B**). Please be sure to complete and submit both the summary roll-up sheet and worksheet.

NOTE: Attachment A must be submitted *unsigned* as PDF – not a scan - via email to vawastopagf@state.ma.us as well as a hard copy of each original completed template and three (3) copies no later than 4:00pm, Tuesday, June 30, 2015). Note: the application will be invalid and will not be processed unless an authorized official from the applicant agency has signed and dated the cover page, in **blue ink**.

Section 7. Required Attachments

In addition to the VAWA Grant Application Response Template (Attachment A) applicants must complete a number of attachments when responding to this AGF. The documents listed below and highlighted in **bold** must be completed by all applicants. All other documents must be completed by the applicant type designated in the title or may be used as a resource and/or guideline in developing the applicant's application. All of the attachments can be downloaded from the following website: www.mass.gov/eopss, "Funding and Training Opportunities," "Justice and Prevention," "Grant Programs," "Violence Against Women Act Grant Program" and are outlined below.

- A: FFY 2015 VAWA STOP Grant Application Response Template (All Applicants)**
- B: Budget Excel Worksheet Form (All Applicants)**
- C. Financial Reporting Guidelines and Requirements Reference for All Applicants
- D. Memorandum of Agreement/Certification of Consultation for Law Enforcement Applicants
- E. Certification of Consultation w/ Victim Service Provider Form Sample for Prosecution, Other and Court Applicants
- F. Contractor Authorized Signatory Listing Form (All Applicants except for State Agencies)**
- G. Contractor Authorized Signatory Sample
- H. Guidelines for Civilian Advocates in Police Departments
- I. Certification Letter regarding the Delivery of Legal Services
- J. Confidentiality and Privacy Provisions of the Violence Against Women Act, as amended
- K. VAWA Related Websites and Resources

Additional Guidance Regarding Attachments D and E

Memorandum of Agreement (Attachment D: Required for purpose areas 1a, 9, 10 and 11 as referenced in this AGF).

If sub-contracting with a victim service agency, a law enforcement applicant must submit a Memorandum of Agreement (MOA) certifying that consultation with a qualifying local domestic violence and/or sexual assault victim service agency took place in developing the application. Additionally, the MOA must include details regarding an agreement between the law enforcement agency and the qualifying victim service agency in implementing the proposed project.

A sample Memorandum of Agreement (MOA) is included as **Attachment D**. An MOA should, at a minimum, include the following:

1. Summary of each agency's role and responsibilities for the proposed project;
2. Clear outline of expected deliverables, timeframes, hours and rates of compensation; and
3. Must be signed by the authorizing official of *both* agencies.

Certification of Consultation with a Victim Service Provider (Attachment E: Required for Law Enforcement, Prosecution and Court applicants)

If a Law Enforcement, Prosecution and Court applicant is not sub-contracting with a victim service agency, it must consult with a victim service agency during the planning and development of a response to this AGF in order to ensure that proposed activities and/or equipment acquisitions are designed to improve the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and/or dating violence. For additional information regarding victim service providers in Massachusetts, please visit the Jane Doe, Inc, Massachusetts Coalition Against Sexual and Domestic Violence website at <http://www.janedoe.org>

The consultation must take place between the VAWA STOP grant applicant and the community based victim service provider and may include the following activities: (1) planning meeting(s) held prior to submission of the application to discuss the outline of VAWA STOP grant application; (2) ongoing phone and/or in-person meetings to discuss progress of VAWA STOP grant funded project; and (3) coordination of referrals and services for victims of domestic violence, sexual assault, stalking and/or dating violence.

The Certification of Consultation must include, at a minimum, the following information: (1) an outline as to how and when the consultation took place (2) an outline of continued collaboration and (2) signed by the authorizing official of *both* the applicant and community-based victim service provider.

- Prosecution, Court and Other applicants refer to **Attachment E** for a sample Certification of Consultation form.
- Law Enforcement applicants refer to **Attachment D** for a sample Memorandum of Agreement/Certification of Consultation form.

B. Application Review Criteria

Applications for Year 2 funding will be assessed based on the successful completion of the following sections:

- Executive Summary;
- Project Narrative that describes the following components:
 - Past performance;
 - Continued need;
 - Identified challenges and proposed solutions.
- Goals, Objectives, Activities, Timeline and Performance Measures;
- Integration of research based/promising practices in the application;
- Staffing and Organizational structure;
- Well-Defined and Reasonable Budget;
- Memorandum of Agreement and/or Certification of Consultation;
- Compliance with programmatic and financial grant requirements.

C. Application Requirements, Submission Process and Deadline

All applications must be submitted as outlined in this section. Incomplete responses or unsigned applications will be disqualified. Questions regarding the application process may be directed to Patrick Nevins at patrick.nevins@state.ma.us.

1. Application Requirements

- Applications should be completed utilizing the response template included in **Attachment A**. Applications must be signed in **blue ink** to assure authenticity.
- Binder or paper clips are permissible. Do not staple the application.
- Applications should be typed, single-spaced in 12-point font with one-inch margin.
- Labeled responses with corresponding letter heading for each of the questions listed in the Project Narrative section.
- **One original and three (3) copies** of the application must be submitted no later than **4:00 pm, Tuesday, June 30, 2015**.

2. Submission Process and Deadline

Please review the following instructions carefully as there are *two* separate steps involved in submitting the required documents.

This application process will require the standard hard copy submission of **one** (1) signed original and **three** (3) copies of the VAWA Grant Application Response Template (**Attachment A**) and all other required documents. Additionally, applicants are required to submit electronically via email one (1) **PDF-not a scan** version of Attachment A: VAWA Grant Application Response Template and Attachment B: Budget Excel Detail Worksheet. Applicants must have Adobe Reader version 9.5 or higher to complete the Application Template. Software necessary to open; complete; and save the PDF's is available at <http://get.adobe.com>. yawastopagf@state.ma.us.

Step 1: Hard Copy Submission

Applicants must submit one (1) signed original and three (3) copies of the application. The signed and completed VAWA STOP Grant Application Response Template and required documents must be received by the Office of Grants and Research **no later than 4:00pm on Tuesday, June 30, 2015**. Faxed applications will **not** be accepted. Please use binder or paper clips. Under no circumstances will late submittals or facsimiles be accepted.

Applications must be mailed or hand-delivered* to:
Office of Grants and Research
Ten Park Plaza, Suite 3720
Boston, MA 02116-3933
Attention: VAWA STOP Grant Program

For Information: call 617-725-3301

* If you choose to hand deliver your application, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2nd floor. Also, the building security staff will not allow entrance into the office areas after 5:00pm or accept grant applications on behalf of the Office of Grants and Research. No exceptions will be made.

Step 2: Electronic (e-mail) Submission

Once complete, applicants are required to e-mail one copy of the completed documents outlined below to vawastopagf@state.ma.us. Note that applicants must have Adobe Reader version 9.5 or higher to complete both Attachment A and B forms. Software necessary to open; complete; and save the PDF's is available at <http://get.adobe.com>. All documents must be e-mailed to vawastopagf@state.ma.us **no later than 4:00pm on Tuesday, June 30, 2015. Please include the applicant name in the email subject line.**

1. Attachment A: VAWA STOP Grant Application Response Template as a PDF—not a scan.
(Electronic Signatures are not necessary)
2. Attachment B: Budget Excel Worksheet Form (Summary and Detail sheets)

VI. Notification of Awards

All funding decisions are at the discretion of the Secretary of Public Safety & Security. It is anticipated that grant awards will be announced on or about **Friday, August 21, 2015.**

VII. Application Checklist

Application Elements and Required Attachments

- ☐ Please use binder or paper clips. No staples allowed.
- ☐ **One original and three copies** of the application.
- ☐ A completed unsigned VAWA STOP Grant Application Response Template (see **Attachment A**) as a **PDF- not a scan** and Budget Excel Worksheet (see **Attachment B**) submitted electronically to vawastopagf@state.ma.us no later than the submission deadline of **4:00 pm, Tuesday, June 30, 2015**.
- ☐ A complete application including one signed original and three copies submitted no later than the submission deadline of **4:00pm, Tuesday, June 30, 2015**.
- ☐ FFY 2015 completed Budget Excel Worksheet (*both* the summary sheet and worksheets must be included in your application) (see **Attachment B**).
- ☐ Documentation of approved rates for Fringe, Indirect and 501 (c)(3) status (if applicable).
- ☐ Contractor Authorized Signatory Listing Form (all applicants except state agencies - see **Attachment F**).
- ☐ Memorandum of Agreement/ Certification of Consultation for Law Enforcement Applicants (see **Attachment D** for template).
- ☐ Certification of Consultation w/ Victim Service Provider for Prosecution, Other and Court Applicants (see **Attachment E** for template).
- ☐ Copy of the applicant's organization chart reflecting the location of the proposed project as an attachment.
- ☐ Copies of proposed VAWA funded personnel resume(s) or job descriptions as attachments (if applicable).
- ☐ Certification Letter for Applicants Proposing to Provide Legal Assistance (see **Attachment I**)
- ☐ **Law Enforcement:** Assurance of the adoption of the 2009 Domestic Violence Law Enforcement Guidelines and Adult Sexual Assault Response Guidelines, implementation of a protocol for informing victims of their rights under MGL ch.209A, NIBRS compliance and U visa process.
- ☐ **Prosecution:** How the applicant will use the *Massachusetts Prosecutor Manual: Domestic Violence and Sexual Assault* and the *Victim-Witness Advocate Training Manual* and U visa process.
- ☐ **Victim Services/Non-profit organizations:** Assurance of at least seven years of servicing the needs of victims of domestic violence, sexual assault, stalking and/or dating violence.